

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0589790**
POSITION NO: **242645**
POSITION TITLE: _____

DATE POSTED: **03/16/15**
CLOSING DATE: **03/27/15**

Community Center Supervisor

DEPARTMENT NAME / WORKSITE: **DNR/Navajo Parks & Recreation Department/Monument Valley, AZ**

WORK DAYS: <u>Varies</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB64A</u>	
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>31,179.20</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>14.99</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Department Manager III, will schedule, promote and implements various recreational and cultural activities for the community and general public; develop weekly operating and maintenance objectives and assignments for workers, develop monthly and quarterly goals for the improvement of visitor services; assist in preparation of the annual budget; monitor Welcome center conditions to determine necessary repairs and maintenance and coordinate with central construction crew; participates in the interpretive center project planning and construction oversight; consultation with local residents, chapter and agency governments, state, local and federal agencies, implement recreation activities throughout the Navajo Nation. Oversee and monitor the cash collection, remittance, deposit and reporting procedures; Develop policies and procedures for the financial management functions for the Welcome Center, directly supervises all staff in the fee collection procedures; assures accountability throughout the process; maintains close relations with vendors for qualify assurance and buyer protection; oversee and prepare monthly, quarterly and annual revenue reports.

Perform the personnel management function; regularly evaluate all staff to ensure their adherence to personnel policies and procedures; work assignments, and job description, perform quarterly employee performance evaluations, determine strength/weaknesses and prepare individual employee development plans, including counseling, training, and other incentive efforts; meet with staff on a bi-weekly basis to review park operations, short and long range plans, and department news; and represent the staff in personnel matters

Perform the public relations function; including meetings with the vendors, local residents, chapters, and other tribal entities; work with tribal regulatory agencies for the compliance of federal and tribal sanitary and health standards and requirements; develop, maintain and distribute recreational brochure, exhibits, and interpretive material; work with federal and state agencies to develop the interpretations services; supervise staff involved in public contact duties; and prepare necessary training; and other duties assigned by supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Recreation or a closely related field; and three (3) years of experience overseeing several programs within a community and/or recreational center.

Preferred Qualifications:

- An Associate's degree in Public Administration, Business or closely related field.
- Two (2) years of public relation or recreation/community center operation.
- Two (2) years of supervisory experience.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of recreation administration, supervision and personnel management procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing tribal operations and workplace safety related to recreation operations; knowledge in budget, cash collections and reporting systems, short and long range planning and performance measures; knowledge of operational and maintenance needs, skills in compiling and developing documents and reports; skill in interpretation and information services; ability to converse in Navajo Language.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.